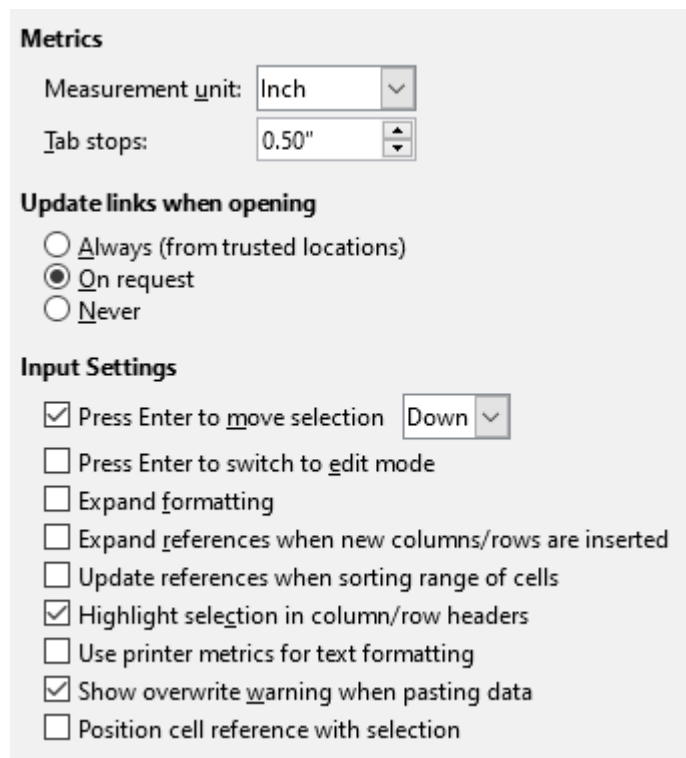


Update links when opening

Choose whether to update links when opening a document: **Always**, **On request**, or **Never**. Spreadsheets that include many or large charts or graphics may load slowly if this option is set to **Always**.



Metrics

Measurement unit: Inch

Tab stops: 0.50"

Update links when opening

☐ Always (from trusted locations)

☒ On request

☐ Never

Input Settings

☒ Press Enter to move selection Down

☐ Press Enter to switch to edit mode

☐ Expand formatting

☐ Expand references when new columns/rows are inserted

☐ Update references when sorting range of cells

☒ Highlight selection in column/row headers

☐ Use printer metrics for text formatting

☒ Show overwrite warning when pasting data

☐ Position cell reference with selection

Figure 482: Selecting general options for Calc

Input Settings section

Press Enter to move selection

Specifies that pressing *Enter* moves the cursor to another cell. You can also choose the direction the cursor moves: **Up**, **Down**, **Left**, or **Right**. If this option is not selected, pressing *Enter* places the data into the cell but does not move the cursor.

Press Enter to switch to edit mode

Specifies that pressing *Enter* puts the selected cell into edit mode. To end edit mode and move the cursor in the desired direction, press *Enter* again.

Expand formatting

Specifies whether to automatically apply the formatting attributes of the selected cell to empty adjacent cells. If, for example, a selected cell has the bold attribute, this attribute will also apply to empty adjacent cells. However, cells that already have a special format will not be modified by this function. To see the affected range, press *Ctrl+** (multiplication sign on the number pad). The format will also apply to all new values inserted within this range.

Expand references when new columns/rows are inserted

Specifies whether to expand references when inserting columns or rows adjacent to the reference range. This is only possible if the reference range, where the column or row is inserted, originally spanned at least two cells in the desired direction.

Example: If the range A1:B1 is referenced in a formula and you insert a new column after column B, the reference is expanded to A1:C1. If the range A1:B1 is referenced and a new row is inserted under row 1, the reference is not expanded, since there is only a single cell in the vertical direction.